



Independent Contract Instructor Handbook



I. WELCOME

The City of Mishawaka Parks and Recreation Department (“Battell Community Center” or “BCC”) offers a variety of classes, workshops, seminars, and activities. We depend on area experts who can contribute services and knowledge that our staff does not normally possess.

Battell Community Center contracts with various individuals and businesses to provide quality recreation opportunities for the community at BCC. Programs are designed for patrons of all ages with a variety of interests. It is vital that the City provides our community with accessible, affordable, and diverse programming.

Thank you for your interest in becoming an Independent Contract Instructor! Carefully review this Independent Contract Instructor Handbook and contact BCC with any questions you may have regarding the handbook or position of the instructor.

II. INSTRUCTOR OPTIONS FOR TEACHING A CLASS AT BCC

A. Rent space. Instructor pays BCC an hourly fee and renter is thereafter responsible for setting and collecting fees. In order to be posted in the Program Guide, must be open to the public.

B. Volunteer. Instructor offers free classes that are open to the public. Instructor volunteers to lead the class without any compensation. Classes must meet BCC requirements.

C. Free youth classes. Contract Instructor submits Class Proposal Form, attached. Once Class Proposal is approved, all required documents must be obtained and on file in the BCC office. Classes are open to youth 17 years of age and under.

D. Independent Contract Instructor. Contract Instructor submits Class Proposal Form, attached. Once Class Proposal is approved, all required documents must be obtained and on file in the BCC office.

E. For more information on above options, contact Sally Johnson, Program Coordinator at BCC: (904 N. Main Street, Mishawaka, Indiana 46545; Telephone: 574-258-1664; sjohnson@mishawaka.in.gov)

III. INDEPENDENT CONTRACT INSTRUCTOR REQUIREMENTS:

A. Required Documents. *Once the Course Proposal Form is turned in and accepted by BCC the documents listed below will be provided.* Before the City of Mishawaka and Mishawaka Parks and Recreation Department can enter into an agreement the following documents must be obtained from a potential instructor:

1. Acceptance Criteria Met (Class Proposal Form, attached)
2. Independent Contract Instructor Handbook Acknowledgement (signed)
3. Independent Contract Instructor Agreement (signed)
4. IRS W-9 Form
5. Background Check; All Independent Contract Instructor applicants are required to participate in a background check conducted by the Mishawaka Police Department. Such information will be used to determine whether the results of the background check reasonably bear on applicant’s trustworthiness or ability to perform the duties of position in a manner which is safe for participants in City of Mishawaka Parks Department programs.

B. *To begin the process, complete and return the attached Class Proposal form and the Employment Application. Once all items have been submitted, the Program Coordinator will contact you.*

IV. Policies and Procedures

A. Course Acceptance Criteria (see attached Class Proposal form)

1. Class Proposal Forms must be fully completed in order to be considered for review. Proposal forms must be turned into the BCC office no later than the deadline dates listed on Proposal Form. Incomplete or late Proposal Forms will be returned via postal mail.
2. First-time Contract Instructors will be limited to two classes per session. Proposal Forms must be submitted each session for 3 consecutive sessions.
3. Returning Contract Instructors whom have met the 3 consecutive Proposal Form submissions must submit an Annual Class Proposal Form for continuing classes.
 - a. If instructor skips teaching a session, a Class Proposal Form must be submitted for the returning session.
 - b. If class information changes for any reason during the year, the Contract Instructor is responsible for resubmitting a Class Proposal Form for appropriate quarter.
4. A notification will be sent upon approval via mail or e-mail.

B. Course Scheduling

1. The Battell Community Center conducts all recreation classes on a quarterly schedule: January-April, May-August, and September-December.
2. Class session must be scheduled within proposal date guidelines. **(see attached Class Proposal Form)**

C. Class Fees

1. Class registration fees will be agreed upon by both the Contract Instructor and the City of Mishawaka's Battell Community Center Staff. Fees should be comparable to other classes being offered at BCC and to other facilities in the area.
2. Drop-In Fee: It is at the Contract Instructor's discretion if drop-in fees are accepted. The drop-in fee must be listed in the Class Proposal form. Drop-In Fees percentages will be paid to the Contract Instructor once the session is complete.
3. Class fees will not be pro-rated.

D. Registration

1. Participants must register and pay in full prior to attending classes.
2. A minimum of 5 students must have registered and paid the class fees in full in order for classes to run the full session. BCC reserves the right to cancel a class due to insufficient entrollemnt of less than 5 students.
3. All class fee payments must be made at the Battell Community Center Office during regular business hours, Monday-Friday 8:00 am-5:00 pm.
4. Contract Instructors should not accept any payments.
5. It is the Contract Instructor's responsibility to ensure all participants are registered and fully paid prior to attending and participating in class.
 - a. Contract Instructors are not given compensation for individuals attending their class who are not paid in full through the BCC office.

E. Facility/Equipment Usage

1. Classes are held at the Battell Community Center, 904 N. Main St., Mishawaka, IN 46545.
2. The BCC assigns rooms and reserves the right to make room changes when necessary.
3. All Contract Instructors are responsible for setting up their rooms/activity area. The Contract Instructor must always leave the room/activity area in the condition in which it was received, i.e. orderly, instructor materials removed, etc. Projects, materials, and leftover items cannot be stored, unless Contract Instructor pays storage fee (see BCC staff for details).

4. Contract Instructors may use BCC's equipment such as TV/DVD, chalkboard, stereo, which are kept in designated room or can be made available on a first-reserved, pre-arranged basis.

a. If equipment is found to be defective/damaged report immediately to BCC staff.

F. Class Fee Refunds

1. For good cause shown (e.g., medical disability, death, relocation, etc) the Parks Department Superintendent will consider a refund request if made before the class session is halfway complete. Refunds will not be given for individual student class absences or classes having already occurred
2. Requests will not be considered if made after the halfway mark of class. Students will be referred to the instructor if refund is requested after designated class date.
3. A student may request the class fee refund by filling out a Refund Request Form in the Mishawaka Parks and Recreation Office during regular business hours.
4. The original white receipt must be included with the Refund Request Form in order for the refund to be considered. Refunds take approximately 4-6 weeks and will be paid by check to the name listed on the original receipt for the purchase.

G. Contract Instructor Payment

1. Contract Instructors, under section II. D, will receive a percentage of course revenue. Contract Instructors will receive 70% of total class fees collected. The City of Mishawaka Parks and Recreation Department will retain the remaining 30% of fees collected.
2. Payment Request Forms can be submitted at the halfway mark of the session for ½ session's payment then again at the end of the session for the remaining half or at the session's conclusion for payment in full. Contract Instructors must submit a Payment Request Form to the BCC Program Coordinator in order for a payment to be processed. A check will be mailed to the Contract Instructor within 30 days of submittal.
3. Independent Contract Instructors, under Section II. C, offering free classes to youth 17 and under will be paid based on attendance on the following pay scale: 6-9 students at \$15/hour, 10 or more students at \$20/hour.

H. Absences/Substitute Instructors

1. Contract Instructor is responsible for instructing all scheduled classes.
2. If a Contract Instructor is ill or unable to attend scheduled class, he/she is responsible for contacting the BCC and the class participants as soon as possible.
3. If an emergency occurs that does not allow a Contract Instructor to be present, a pre-arranged substitute designated and approved by the Mishawaka Parks and Recreation Department's Battell Community Center, may teach the class. Substitutes must be pre-approved, including a Background Check, by BCC staff.
4. If Contract Instructor does not provide a substitute he/she will be documented as a "no show". Two "no shows" per session will result in cancellation of class session if no substitute is available.

I. Class Cancellations

1. In the event that a Contract Instructor needs to cancel a class, the Contract Instructor must contact the BCC's Program Coordinator immediately. Notifications and refunds, if applicable, to participants will be handled by the BCC staff.
2. In cases of inclement weather, the Contract Instructor is responsible for deciding to run or cancel class. Contract Instructor must notify the BCC and the students if class is cancelled. Class make-up dates can be determined by Contract Instructor and BCC Staff.

J. Marketing Your Course

1. All advertisement materials utilized to promote your classes must be approved by the Recreation Program Specialist. The class details and registration information will be placed in the Park Press

Program Guide. The Program Guide is published quarterly. Information for the Program Guide must be submitted to Battell Community Center's Program Coordinator by the following dates:

- Jan-April Issue: Due by November 1st
- May-August Issue: Due by March 1st
- Sept-December Issue: Due by July 1st

2. If Contract Instructors sign Independent Instructor Contract Agreement after above deadline submission dates, course descriptions will not be placed into the Park Press Program Guide but may be posted on the City's website or social media pages.

3. Advertising and distribution of flyers should only be done once an instructor is formally notified that the class has been approved.

4. Contract Instructors may create advertising materials for the course. All materials must be approved by BCC staff prior to print and must include Mishawaka Parks and Recreation Department on all flyers and advertising materials.

K. Professional Conduct

1. Contract Instructors are not City of Mishawaka employees, however they do represent the City and Mishawaka Parks and Recreation Department and as such must conduct themselves in a professional manner.

2. Contract Instructors are to maintain a professional relationship with participants and parents/guardians of minor participants at all times.

L. Taking Attendance

1. It is the sole responsibility of the Contract Instructor to obtain a class roster on or prior to the first day of each class session. Rosters can be obtained from BCC staff by any of the following methods:

a. Come into the BCC office during regular business hours, Monday-Friday 8:00am-5:00 pm and pick up a copy.

b. Contact BCC staff via phone or email and request that your roster be faxed or e-mailed.

2. If a person is not on the class roster, they may not participate in the class, regardless of what type of class/program is being offered. The Contract Instructor must inform the individual that he/she must first register with the BCC office prior to participating.

3. It is the Contract Instructor's responsibility to take attendance at each class to determine that all participants are registered and have paid fees in full. Contract Instructors must also report each class's attendance on the clipboard available in the designated BCC room.

M. Class Instructional Supplies

1. Any needed equipment, materials, and copies are the Contract Instructor's financial responsibility.

N. Safety of Participants

1. The Contract Instructor's primary responsibility is to ensure the safety of the participants involved with the activity. Notify a BCC staff member immediately if an area seems unsafe.

2. In the event of an emergency the Contract Instructor should immediately contact 911 and then inform the BCC staff member on duty of actions taken.

O. Accident and Incident Reports

1. All accidents and incidents, no matter how minor they appear, should be reported. If an accident occurs in your class, please act calmly, promptly, and efficiently and take care of the situation. Accident forms are available in each classroom on the Attendance clipboard.

P. Contract Instructor Liability

1. Contract Instructor assumes full liability for any injuries to himself/herself, employees, students, or other persons who may help him/her and for all damages to property that may occur in the course of the performance of this Agreement. Contract Instructor shall indemnify and save harmless Battell from all loss, cost, expense, liability or damage on account of any injury to person or property as a result of the performance of the Independent Contract Instructor Agreement by Contractor.

Q. Contract Instructor Termination

1. Independent Contract Instructor Agreements may be terminated at the sole discretion of the City of Mishawaka. Contract Instructors can be removed for:

- a. Insufficient participant registration
- b. Any breach of contract by Contractor to render services under the contract in a professional manner as determined by the City of Mishawaka Parks and Recreation Department.

Independent Contract Instructor Acknowledgment

The Independent Contractor Handbook has been provided to me and I have read and understand all of the policies, procedures, and responsibilities of a Contract Instructor, which are described in the Handbook.

Independent Contract Instructor Signature

Date





Contract Instructor Course Proposal Form



Submit to: Battell Community Center
904 N. Main St. Mishawaka, IN 46545
574.258.1664 • sjohnson@mishawaka.in.gov

The undersigned hereby submits this proposal to organize and instruct a class, workshop, seminar or other activity as an independent contractor at Battell Community Center.

Instructor Information:

Date: _____

Name: _____ New: _____ Returning: _____

Address: _____

Phone: _____ e-mail: _____

Qualifications: List previous experience in providing this type of service.

Certifications/Training: _____

References: List two professional references who are familiar with your abilities and qualifications.

Relationship/
Yrs known

Name: _____ Phone: _____ e-mail: _____

Name: _____ Phone: _____ e-mail: _____

Are you currently employed? Yes _____ No _____ If yes, may we contact your current employer? _____

Company: _____ Supervisor _____ Phone: _____

Course Proposal Information:

Proposed Title: _____ Type of Program: _____

Description of Course: _____

Course Length (days, weeks, etc.) _____ Start time: _____ End time: _____

Day of the week: _____ Preferred Room: _____

Program Guide Session: January-April: _____ May-August: _____ Sept.-December: _____

Participant Age Range: _____ Minimum Enrollment: _____ Maximum Enrollment: _____
(must be at least 6)

Are offering free classes to youth 17 and under, and agree to attendance based pay scale? Yes: ____ No: ____

Free youth class attendance based pay scale is: 6-9 students= \$15/hour, 10 or more students= \$20/hour

If no, list proposed program fees below:

Proposed Program Fee: \$_____ per session, or \$_____ per meeting. The City of Mishawaka Parks and Recreation Department will withhold 30% of this total fee per session.

Additional Supply Fee (cost for students): \$_____ Explain:_____

If available, would you like Course Information placed in the Park Press Program Guide? Yes:____ No:____

If yes, please attach a 2-3 sentence description of course, requirements, skill level, dress requirements, etc.

If you are a returning instructor, would you like your previous course description used in the Program Guide?
Yes: _____ No: _____

Disclaimer and Signature:

Returning instructors will not be able to automatically continue offering the activity or program without submitting a Course Proposal Form. Submitting a Course Proposal Form does not guarantee that the course or activity will automatically be added to the City of Mishawaka, Independent Contractor Instructor Program. There is no exclusivity to instructors or the courses they teach. Participants must pre-register for all courses. Registrations are processed on a first come, first serve basis by the City of Mishawaka. The City's policy provides for payment after receipt of services; therefore, advance payments are not possible. Instructors may request two payments: 1) at the half way mark, and 2) at the conclusion of the course. Contractor is responsible for completing and submitting a Request for Payment form. The instructor will receive a check for course(s) taught from the City of Mishawaka within 30 days of the Request for Payment form submittal. Payment will be based on the number of students enrolled at the time the payment process is started.

Submission Requirements:

January – April Session: Proposals due on or before September 1st.

May – August Session: Proposals due on or before February 1st.

September – December: Proposals due on or before June 1st.

This form must be signed and submitted to: Battell Community Center, 904 N. Main Street, Mishawaka, Indiana 46545; Telephone: 574-258-1664; e-mail: sjohnson@mishawaka.in.gov

Independent Contractor Instructor Signature

Date:_____

Course approved by:_____
Battell Community Center
Staff Member

Additional Comments:_____

